

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES

Minutes of October 10, 2023 Meeting

ACCL, Boardroom, 4:00 pm

Chair Russell called the meeting to order at 4:01 pm. Trustees in attendance are Ms. Ritter, Ms. Russell, Ms. Cullen, Mr. Acey, Ms. Winger, Ms. Brickman, Mr. Jordan, Ms. Carter, Ms. Cox, Mr. Bray, Ms. Bogue, and Ms. Lynch. Absent were Mr. Woods, Ms. Linthicum, Mr. Timmons, Ms. Hall, and Mr. Mason. Staff members present were Ms. Bell, Ms. Price, Ms. Plaksin, Ms. Mayfield, Ms. Green, Ms. Shimobi-Obijuru, Ms. Hood, Ms. Josey, and Ms. Calia.

Announcements: Chair Russell announced that Ms. Cullen would be rolling off the ACCL Board. Ms. Russell read Ms. Cullen's resolution and thanked her for many years of dedication, service, and advocating for the library.

Public Comment: None

Approval of Minutes:

- The draft minutes of the July 11, 2023 meeting were unanimously approved. (motioned by Ms. Brickman, seconded by Mr. Acey)

Approval of Agenda:

- The October 10, 2023 meeting agenda was adopted. Unanimously approved. (motioned by Mr. Jordan, seconded by Ms. Rainey)

Financial Report:

In Ms. Lavengood's absence, Ms. Bell presented Board members with the FY24-Q1 Financial Report and the Proposed FY24 budget. She reviewed the documents with the Board and opened the floor for questions. After answering questions from board members, the Financial Report was accepted

Financial Report FY2024 Q1 was unanimously accepted. (motioned by Ms. Carter, seconded by Mr. Acey)

Committee Reports:

● **Friends of the Library**

In Ms. Linthicum's absence, Ms. Green gave the report. She was pleased to report that the Fall Book Sale brought in approximately \$21,000. This was a little less than the spring sale, but very successful. Next week is Friends of the Library Week. Ms. Green invited everyone to an upcoming Cafe event

that will feature local author Tracy Adkins. The event will take place on November 2.

● **Winterville**

In the absence of a Winterville representative, Ms. Winger gave the report. She was excited to report that the library hosted a very successful Touch-A-Truck event on September 30.

Winterville kindergarten classes visited the library on October 6.

Some parts of the flooring in the library are being repaired due to water damage.

● **Foundation**

Ms. Bogue gave the report. She reported \$1,845,829 in the Merrill Lynch account (this includes gifts allotted to the East Side Branch). The account is up 6.28% as of September 30.

The Foundation continues to work. Ms. Bogue shared some library projects and events that the Foundation has helped fund, including hearing loops, Relmagine campaign, Kindful, ULC membership, Kathy Ames Celebration of Life reception, hiring CPA Tracy Matthews, and the Feasibility Study.

Director's Report:

Director Bell gave the report.

She started by asking PIO, Ms. Darcy Calia, to share some projects that she has worked on, as well give an update on Library Card Sign-up Month. Ms. Calia shared that she's working on a membership drive for upcoming National Friends of the Library Week. She was excited to share that Library Card Sign-Up Month was a success. We saw a 12.7% increase in library card sign ups (excluding summer reading months).

Ms. Bell continued. She shared that two longtime board members, Mr. John Timmons and Ms. Theresa Cullen, will roll off the board at the end of the year. She expressed her thanks and how they will be missed greatly. She notified the members that ACCUG will soon be advertising for new board members. Applications will open online in the next two weeks, and she will notify board members when applications are open.

Business Manager, Lorrie Lavengood and the Business Office continue to work on the import from Blackbaud to MIP. Lorrie and CPA, Patty Algood, have discovered that the import did include documents for the last imports. They have been working on closing old accounts. The clean up will take time, but the good news is that it shouldn't take as much time as Clark Outsourcing first indicated.

ACCUG approved our \$294,215 budget request increase.

As reported last quarter, we have received notice that the SHBP employer share for FT staff will increase starting January 2024. The annual share per employee will increase by \$250 per employee. Ms. Bell reviewed a draft chart with board members outlining the increase through FY27. Ms. Bell also stated that this is something we can not opt out of; public libraries have to be part of SHBP. In order to accommodate this unanticipated increase, changes had to be made to the original budget request form. Staff will still receive a 4% raise; some designated staff will receive more.

The AUP is scheduled for March 5, 2024. Ms Bell will ask the Regional Board to approve the AUP (Agreed Upon Procedures) at the next Regional Board meeting.

The Annual Report was submitted on time in September. This is a very extensive report, and Director Bell thanked Ms. Price for all her hard work on the report. The Annual Report is available upon your request.

The FY25 MRR (Major Repair and Repurposing) request to have a sensory room in the children's area was submitted.

The Strategic Plan for the region is complete. We will ask for board approval at the upcoming ARLS BOT meeting. The ACCL Strategic Plan is still being finalized.

Unfortunately, the bylaws will need to be revised again. After seeking guidance from GPLS, we found out that we are not allowed to hold electronic meetings (unless in emergency conditions). Ms Bell outlined the details in the ACCL October Director's Report. **(Action Item)**

A Celebration of Life for former Director Kathryn Ames was held at the library on August 26. The celebration was beautiful and well received. The Ames family requested that donations be made in Kathryn's name to the Library Foundation. To date, we have received \$1950.00. The Ames Family donated \$10,000; half for children's services, and half for the Pinewoods Branch.

Unfortunately, we were not included in the Congressionally Directed Spending that we requested from Warnock's Office for the East Side Branch Library. Director Bell stated we will try again next year and that Assistant Director, Ms. Plaksin, for all of her hard work.

Ms. Bell moved on to building updates. We have received a number of requests from Pinewoods Estates regarding the condition of the Pinewoods Branch. All of their requests have been accommodated. This includes new underpinning, fresh paint, new signage, and clearing two lots that we were allowed to use under previous management. Ms. Bell thanked the Building and Grounds Committee, Assistant Director, Ms. Mayfield, Todd Stiles for all of their hard work. Three quotes were obtained. The lowest quotes were as follows:

- Underpinning and painting, P&G Restorations, \$10,800
- New signage, \$1,254

MRR funding was requested at 50%, so we will only have to pay \$6,654.00 to be in compliance. **(Action Item)**

Ms. Bell was happy to announce that the Pinewoods Branch has a new Manager. She has hit the ground running, and is reaching out to partners and making connections in the community.

The Winterville Branch is experiencing flooring issues. The contractors who remodeled the library in 2018 failed to put down a moisture barrier on the flooring. Ms. Bell is in touch with Mayor Ferrell and Nate Rall of GPLS for state MRR assistance.

The first year of quarterly bed bug inspections are complete. Another year of quarterly dog inspections is in the proposed budget.

Ms. Bell invited as many board members as possible to attend the Site Selection Committee meeting at City Hall on October 9, at 5:00.

The Resource Team is in the process of reviewing regional policies. Five policies will go before the Regional Board at the upcoming regional meeting;

the Collections Policy, Adult Programming Policy, ADA Complaint policy, Circulation Policy, and the Combined E-Device Policy. Finally, Ms. Bell gave an update on the placement of the solar arrays. The solar arrays cannot go on the roof. Ms. Bell anticipates that the library will receive 4. She informed the board that the Commission will discuss this issue this evening at the Mayor and Commission meeting.

Communications: None

New Business: None

Board Actions:

- Approval to revise bylaws to reflect electronic meeting compliance - Tabled. Will vote at the January meeting. Mr. Woods will revise the wording. Unanimously accepted.
- Approval to fund Pinewoods Branch maintenance requested by Pinewoods Estates. (motioned by Ms. Bogue, seconded by Mr. Bray) Unanimously approved.

Old Business: None

Meeting was adjourned at 4:58 p.m. by Chair Russell (motioned by Mr. Acey, seconded by Mr. Jordan) Unanimously approved.

Next Meeting - January 9, 2024 at 4:00 p.m.